

3 April 1953

OPM 20-680-1  
PERSONNEL DIRECTOR MEMORANDUM NO. 22-53

SUBJECT: Procedures for Selective Service Deferment and Cancellation of Reserve Recall Orders

1. Present Agency draft deferment policy provides that employees who are subject to registration for Selective Service may be recommended for deferment if assigned or are being trained for definite later assignment to positions abroad and scheduled for overseas departure within six months. In those cases where the training period exceeds six months, departure must be scheduled immediately upon completion of training. To assist in the implementation of this policy, the following procedures shall be effective immediately:

a. Requests for draft deferment, draft deferment cancellations, and/or Selective Service permission to leave the country will be submitted on Form 37-95, a sample of which is attached hereto as Attachment 1. Personnel Divisions will review these requests for compliance with Agency policy, indicate concurrence or non-concurrence, and forward to the Personnel Director.

b. Upon receipt of request for draft deferment, draft deferment cancellations, and/or Selective Service permission to leave the country, T&R Branches will attach a copy of such request to the inside of the back page of the official folder. In addition, the front of such folders will be appropriately flagged to alert T&R personnel that further action may be required in these cases. To ensure that the Agency's Selective Service records reflect accurate and current information concerning deferred employees, T&R Branches will also be responsible for insuring that notice is given the Personnel Director through channels regarding certain designated personnel actions. Such notification will be made by submitting two copies of the attached unnumbered form (Attachment 2) which has the designated personnel actions indicated. If deferment is cancelled, an indorsed copy of this form will be returned to the originating Personnel Division for inclusion in the employee's personnel folder.

c. The Personnel Director will forward to the Central Processing Branch appropriate Selective Service Forms in connection with draft deferment and/or permission to leave the country. CPB will deliver these forms to employees processing for overseas and will advise the Personnel Director of departure dates of deferred employees. Upon return of the employee from overseas CPB will forward to the Personnel

SECRET  
Security Information

Director any SS Forms 110 signed by the Director of Selective Service and those Forms 300 which are outdated. In any event, CPB will notify the Personnel Director of all draft deferred individuals who return from overseas.

d. At the termination of a contract for a draft-deferred Contract Agent, the Special Contracting Officer will advise the appropriate operating division to notify the Personnel Director as to the nature of action occurring with regard to the deferred Contract Agent.

e. Personnel Relations Branches will include the Personnel Director on the Final Clearance Check Sheet in all true resignations of draft deferred employees.

f. The Personnel Director will continue to negotiate with the Director of Selective Service on all draft deferments, draft deferment cancellations, and/or requests to leave the country, and maintain a record of all related actions. This office will also maintain liaison with Machine Records Branch to assure that MRB reports reflect current information regarding deferment statistics.

2. Requests for cancellation of reserve recall orders will be forwarded to the Personnel Director by regular memorandum. Cancellations will be obtained by the Personnel Director through the Military Personnel Division. A record of the transaction will be included in the employee's folder with instructions to notify the Personnel Director in the event of separation.

  
GEORGE E. MELOON  
Personnel Director

25X1A

Attachments